



## RECOGNIZED OBLIGATION PAYMENT SCHEDULE INSTRUCTIONS

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## INTRODUCTION

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The Department of Finance (Finance) developed the Redevelopment Agency Dissolution Web Application (RAD App) to enable agencies to submit the Recognized Obligation Schedule (ROPS) and accompanying oversight board (OB) resolution approving the ROPS. Finance *will not accept* any OB actions submitted through the RAD App that are not related to the approval of the ROPS and will consider such actions invalid and ineffective. Agencies should continue to submit OB actions related to other matters to the Redevelopment Administration e-mail address, [RedevelopmentAdministration@dof.ca.gov](mailto:RedevelopmentAdministration@dof.ca.gov).

Agencies **should not reuse** a prior ROPS template to prepare their current ROPS. Each ROPS period, Finance will release a new ROPS template for download through the RAD App. Any ROPS submitted to Finance prior to the ROPS template release date will not be accepted. Agencies must access the RAD App to download their ROPS template that is prepopulated with prior ROPS obligations and to upload the OB approved ROPS, and a copy of the signed OB resolution. No other means of submission to Finance will be accepted. **The RAD App is located at:**

<https://rad.dof.ca.gov/rad-sa>

*The RAD App is designed to run on **Chrome, Firefox, and Internet Explorer (IE) 9** or above. RAD App features will not function if using IE 8 or older web browsers.*

In accordance with HSC section 34177 (l) (2) (C), the agency must **separately e-mail** a copy of the Excel **ROPS and OB resolution to their County Auditor-Controller (CAC) and the State Controller's Office (SCO)**, [RDA-SDSupport@sco.ca.gov](mailto:RDA-SDSupport@sco.ca.gov). A copy of the final ROPS should also be posted on the agency's website.

For commonly asked RAD App questions, download and refer to the **RAD App Frequently Asked Questions (FAQs)** located on the login page. If FAQs do not address the question, send an e-mail to [RedevelopmentAdministration@dof.ca.gov](mailto:RedevelopmentAdministration@dof.ca.gov). Please state the agency name and RAD App questions in the subject line, and briefly describe the issue in the message.

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## ROPS TEMPLATE IMPORTANT REMINDERS

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### ROPS Format

Agencies can download the Excel ROPS workbook in Excel 2007-2013 format (XLSX) or Excel 1997-2004 format (XLS). The XLSX format is preferred. **Beginning January 1, 2016, the RAD App will only accept the XLSX format.**

### Late ROPS Submission

The ROPS 15-16B is due to Finance by **October 5, 2015** and must be submitted to Finance through the RAD App. Refer to the RAD App Instructions for more details. Late ROPS submissions are subject to the penalties set forth in HSC 34177 (m) (2).

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## ROPS TEMPLATE INSTRUCTIONS

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The ROPS template consists of five forms (Excel worksheets). Agencies are required to complete each form. Green rows, columns, and cells on the forms do not require input as they contain formulas or cell references. Gray areas are designated for use by the CAC.

*Agencies should not override formulas. Doing so may result in misreported funding totals or an inability to validate the ROPS.*

### 1. Summary Form

The Summary Form summarizes funding totals carried forward from the ROPS Detail Form and the Report of Prior Period Adjustments (PPA) Form, and displays funding requested for the ROPS period in three sections. Because no entry is required, the form is locked except the signature line for certification.

- A. Current Period Requested Funding for Outstanding Debt or Obligations:** Lists ROPS Detail Form total requested funding by fund source, Non-Redevelopment Property Tax Trust Fund (RPTTF) and RPTTF.
- B. Successor Agency Self-Reported PPA to Current Period RPTTF Requested Funding:** Includes the agency's self-reported Net PPA amount as reported on the PPA Form. This amount is used to offset the total RPTTF requested amount, if the CAC does not conduct a PPA review. Agencies should not attempt to override the formulas. Doing so may result in misreporting RPTTF requested funding.

**CAC Reported PPA to Current Period RPTTF Requested Funding:** The CAC will use the agency's PPA Form to perform their review of the reported expenditures and complete the CAC sections on the PPA Form. If the CAC completes a PPA review

prior to the issuance of the determination letter, Finance will use the CAC's reported Net PPA amount to offset the current ROPS RPTTF requested.

*No entry is required by the agencies. This section is linked to the PPA Form's gray shaded area, to be completed by the CAC.*

## 2. ROPS Detail Form

The ROPS Detail Form lists the agency's current outstanding obligations, debts, and the payments due for the ROPS period by fund source. The form has been prepopulated with the same obligations reported in the most recent prior ROPS period. Item numbering may not be sequential because retired obligations have been excluded and are not listed on the form. **Agencies must maintain the existing line item numbers and should only create a new line item for a new obligation that was not on a prior ROPS.** Do not reflect an obligation as retired until funds are fully expended and no further funding is necessary.

The next item numbers available to assign to new obligations have also been prepopulated; and therefore, the "Item #" column is locked.

- *Previously denied items, highlighted in red, are not restricted for input.*
- *Do not reassign an item number to a new or existing obligation by overwriting obligation information. Please contact your Finance analyst if an item was erroneously retired in the past.*

### ROPS Detail Form Columns

Column	ROPS Detail Form Explanations
<b>Item # (A)</b>	<ul style="list-style-type: none"> <li>• Item numbers have been prepopulated and column is <u>locked</u>.</li> <li>• Retired line item numbers have been excluded. Do not exclude non-retired item numbers.</li> <li>• Numbering schemes such as "<b>1.a</b>" are not allowed.</li> <li>• <u>New obligations</u> should be added to the <u>end of the list</u>.</li> </ul>
<b>Project Name / Debt Obligation (B)</b>	<ul style="list-style-type: none"> <li>• Refer to HSC section 34171 (d) (1) for the definition of an enforceable obligation.</li> <li>• If an obligation has multiple contracts with different payees, <u>each contract should be listed as a separate line item</u>.</li> <li>• If an obligation already listed on the ROPS needs to be separated by contract, add the remaining obligations by contract as new line items at the bottom of the obligation list.</li> </ul>

Column	ROPS Detail Form Explanations
<b>Obligation Type (C)</b>	<ul style="list-style-type: none"> <li>Select obligation type from the drop-down list.</li> <li>See <b>Attachment A</b> on page 20 for the list of obligation types and descriptions.</li> </ul> <p><i>Agencies should select the Obligation Type from the drop-down list. Copying and pasting into this column may cause validation issues.</i></p>
<b>Contract/ Agreement Execution Date (D)</b>	<ul style="list-style-type: none"> <li>The execution date is the date the original contract was signed by all parties.</li> <li>If the contract was subsequently amended, agencies should note the amendment date(s) in the Notes Form.</li> </ul> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period beginning date.</i></p>
<b>Contract/ Agreement Termination Date (E)</b>	<ul style="list-style-type: none"> <li>The termination date is the contract end date or date the contract will become void.</li> <li>If the contract was amended, the termination date should reflect the most current termination date.</li> </ul> <p><i>For items that do not have a specific contract, such as Administrative Allowance, enter the ROPS period ending date.</i></p>
<b>Payee (F)</b>	Include the name of public agency, entity, contractor, or other third party to receive payment.
<b>Description/ Project Scope (G)</b>	<ul style="list-style-type: none"> <li>Briefly describe project scope such as the type of infrastructure or improvement.</li> <li>Description <u>should not</u> be the same as the project name/debt obligation.</li> <li>Additional detail/information should be noted in the <b>Notes Form</b>, if needed.</li> </ul>
<b>Project Area (H)</b>	Former redevelopment project area for which the payment is required.
<b>Total Outstanding Debt or Obligation (I)</b>	The balance should be updated every 6-months to reflect the outstanding balance for the current ROPS period.
<b>Retired (J)</b>	<ul style="list-style-type: none"> <li>Column will be pre-populated with "N".</li> <li>Select "Y" from the drop down list if the obligation has been retired.</li> <li>If an item needs to be un-retired, contact your Finance analyst.</li> </ul>

Column	ROPS Detail Form Explanations
<b>Funding Source (K to O)</b>	<ul style="list-style-type: none"> <li>• Non-RPTTF: Bond Proceeds, Reserve Balance, and Other Funds.</li> <li>• RPTTF: Non-Admin and Admin funding.</li> <li>• <b>Enter whole dollars.</b></li> <li>• Payments funded with multiple funding sources should be requested on the same line, with the applicable requested amounts in the relevant fund source columns.</li> <li>• Identify the original source of funds on the Notes Form for items funded by Reserve Balance and Other Funds.</li> <li>• In cases where the agency estimates the amount to be paid, clarification should be noted on the Notes Form.</li> </ul>
<b>6-Month Total (P)</b>	No entry required. The worksheet will compute the totals.

### 3. Report of Cash Balances Form

Pursuant to HSC section 34177 (l) (1) (E), agencies are required to use all available funding sources **prior** to RPTTF for the payment of enforceable obligations. Therefore, the agency is required to report cash balances for all available fund sources by completing this form. The cash balance information covers two ROPS periods. *Specifically, for the ROPS 15-16B period, the ROPS cash balance reporting periods are ROPS 14-15B, January to June 2015 (actual balances), and ROPS 15-16A, July to December 2015 (actual/estimated balances).* Available RPTTF balances will include all unexpended RPTTF applied as an offset to these two distributions (prior period adjustments). Actual balances of available fund sources should be requested prior to requesting RPTTF for the upcoming ROPS cycle.

#### REPORT BALANCES ON A “CASH” BASIS

*Reported balances should be on a cash basis, including accruals for expenditures that are authorized for a ROPS period, but paid outside the ROPS period. **To the extent possible, report payment of actual expenditures in the same period authorized.** The reported balances should agree to financial reports for the applicable period, such as general ledgers, trial balances, fund activity statements, etc. **Finance will request supporting documentation to verify the reported balances during the ROPS review.***

For Tips on how to complete the Report of Cash Balances Form, see Cash Balance Tips Sheet located at: <https://rad.dof.ca.gov/rad-sa>

## A. Cash Balances Form Columns

Column(s)	Cash Balances Form Column Explanations
<b>Bond Proceeds (C and D)</b>	<ul style="list-style-type: none"> <li>Reported cash balances should include all bond proceeds held both by the agency and by fiscal agents: restricted and unrestricted, housing and non-housing.</li> <li>Examples include, but are not limited to, bond proceeds encumbered for projects, bond reserve fund account balances (required by indenture), bond interest revenue, unspent bond proceeds, etc.</li> </ul>
<b>Reserve Balance (E and F)</b>	<p><u>Prior ROPS Period Balances and DDR RPTTF Balances Retained (E):</u></p> <ul style="list-style-type: none"> <li>Reported cash balances should include: <ul style="list-style-type: none"> <li>Remaining DDR RPTTF balances allowed to be retained.</li> <li>Excess PPA amounts from prior period ROPS. Any Excess PPA amounts should be applied prior to requesting RPTTF in the current ROPS period.</li> </ul> </li> <li>Payment of DDR RPTTF balances due to the CAC should be reported as an expenditure under this column in the applicable ROPS period when payment was made to the CAC, and a note should be included in the Comments, column I. Payment of other balances should be reported as "Other Funds", Column G.</li> <li>If Finance has not reviewed the agency's DDR(s), then the reported balances for these columns should include remaining balances from prior tax revenue and RPTTF balances retained from prior to June 30, 2012. After July 1, 2012, all balances received from sources other than RPTTF and bond proceeds should be reported as "Other Funds", Column G.</li> </ul> <p><u>Prior ROPS RPTTF Distributed as Reserve for Future Period(s) (F):</u></p> <ul style="list-style-type: none"> <li>Reported cash balances should only include funds originally authorized in an earlier period to be retained as RPTTF (column G, line 4): <ul style="list-style-type: none"> <li>RPTTF amounts authorized and distributed in the B period ROPS (January through June) and expended as Reserve Balances for bond payment(s) due in the subsequent A period ROPS (July through December).</li> <li>RPTTF amounts authorized pursuant to AB 471 and distributed in a prior period for expenditure as Reserve Balances exceeding more than one ROPS period.</li> </ul> </li> <li>Balances reported <u>should not</u> include bond reserve account balances required by the indenture. These balances should be included in the beginning balance reported under Bond Proceeds, columns C and/or D, and retained under Lines 4 and 10.</li> </ul>

Column(s)	Cash Balances Form Column Explanations
<b>Other (G)</b>	<ul style="list-style-type: none"> <li>Balances reported should include all other restricted or unrestricted fund sources, such as federal/state grants, interest, lease/rental income, developer proceeds/contributions, etc., that are not specifically designated to be reported as Bond Proceeds, Reserve Balances, or RPTTF.</li> <li>Balances reported should include "Other Funds" restricted in the DDR (excluding RPTTF and Bond Proceeds).</li> <li>Balances reported should include interest revenue earned on distributed RPTTF, "Other Funds", and unrestricted bond interest.</li> <li>Balances reported <u>should not</u> include cash remaining from distributed RPTTF or tax revenue.</li> </ul>
<b>RPTTF (H)</b>	<ul style="list-style-type: none"> <li>Balances reported should agree to the applicable ROPS schedule, PPA Form, CAC RPTTF distribution reports, and Finance RPTTF determinations.</li> <li>Unexpended RPTTF from prior ROPS periods is used to reduce the RPTTF distribution as a PPA. These unexpended amounts from prior distributions are cash on hand for the agency. The PPA amounts, if any, for the two prior periods' RPTTF distributions will be included in the beginning cash balance. <ul style="list-style-type: none"> <li>The PPA used to reduce the current Cash Balance reporting period RPTTF distribution will be included with the beginning balance, with offsetting expenditures reported in Line 3.</li> <li>The PPA used to reduce the next Cash Balance reporting period RPTTF distribution will be included with the beginning balance and the ending balance in order to be carried forward to make the next period RPTTF distribution whole.</li> </ul> </li> <li>RPTTF expenditures should be limited to the lesser of Finance authorized, or Available (actual RPTTF distribution plus the PPA applied to the period).</li> <li>The current period PPA (Line 5), used to offset the current RPTTF distribution, will be carried forward as part of the next period beginning balance, and the next period ending balance, to be available for expenditure during the ROPS 15-16B period.</li> </ul>



## B. Cash Balances Form Lines

Line(s)	Cash Balances Form Line Explanations
Beginning Available Cash Balance (1, 7)	<p><u>Line 1:</u></p> <ul style="list-style-type: none"> <li>• <b>The beginning available cash balance for each fund source should agree to financial records as of the beginning of the applicable ROPS period noted on the form.</b> Support for variances resulting from accruals can be provided to your analyst separately.</li> <li>• The beginning balance should agree to the prior ROPS period Cash Balances form, Line 7.</li> <li>• See Cash Balances Form Column Explanations table above, page 7, and the Cash Balances Tips Sheet for clarification and examples of types of cash balances to be reported under each fund source column.</li> <li>• <b>Reserve Balance (E):</b> As explained on page 15, if applicable, remaining Excess PPA amount(s) from prior ROPS should be reported as part of the beginning available cash balance, line 1. Excess PPA not applied in the <i>current</i> period should be deducted from the RPTTF beginning balances, column H, line 7, and transferred to Reserve Balances beginning balances, column E, line 7.</li> <li>• <b>RPTTF (H):</b> The beginning balance should include the agency's unexpended RPTTF, if any, applied as a PPA to reduce the RPTTF distributions for the two ROPS periods noted on the form.</li> </ul> <p><b>Example:</b> The agency beginning balance will include the two PPA adjustments totaling \$700,000:</p> <p>During ROPS 14-15A, the agency reported a ROPS 13-14A PPA amount of \$500,000 to be applied to the 14-15A distribution. Since the agency continued to retain the PPA amount, the \$500,000 should be reported as part of the ROPS 14-15A RPTTF beginning available cash balance.</p> <p>During ROPS 14-15B, the agency reported a ROPS 13-14B PPA amount of \$200,000 to be applied to the 14-15B distribution. Since the agency continued to retain the PPA amount, the \$200,000 should be reported as part of the ROPS 14-15A RPTTF beginning available cash balance.</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px 0;"> <p><i>If the agency is unclear as to RPTTF balances to be reported, please contact your Finance analyst for assistance.</i></p> </div> <p><u>Line 7:</u></p> <ul style="list-style-type: none"> <li>• No entry is required because the beginning balance is automatically calculated. <b>However</b>, the agency should ensure the balances agree to financial records for the time period noted. Support for variances resulting from accruals can be provided to your analyst separately.</li> <li>• The balances on Line 7 should be the same as the Beginning Balance, Line 1, for the next ROPS reporting period.</li> </ul>

<p><b>Beginning Available Cash Balance (1, 7)</b></p> <p>(Continued)</p>	<ul style="list-style-type: none"> <li>• <b>Reserve Balance (E):</b> If there is any Excess PPA from the current period (unapplied amounts from Line 5, Column H), to reflect the balance available to use in future ROPS, the Agency should reclassify the Excess PPA from RPTTF beginning balances, column H, line 7, to Reserve Balances beginning balances, column E, line 7.</li> <li>• <b>Reserve Balance (F):</b> The formula will automatically include the balance retained reported in Line 4, Column H as part of the available cash balance for use during a future ROPS period(s).</li> <li>• <b>RPTTF (H):</b> <ul style="list-style-type: none"> <li>○ The RPTTF beginning balance should only include the unexpended RPTTF from the two prior ROPS periods that was applied as a PPA amount to reduce the RPTTF distributed amount for the upcoming, and subsequent, ROPS periods.</li> <li>○ The beginning balance will not include prior RPTTF authorized as a reserve for bond payment(s) in the ROPS period, or AB 471 authorized funding. These amounts are excluded because the formula for Reserve Balance, Column F, captures these reserve amounts as part of its beginning balance.</li> </ul> </li> </ul> <div data-bbox="618 982 1325 1108" style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin-top: 10px;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p><b>Revenue or Income (2, 8)</b></p>	<p><u>Line 2:</u></p> <ul style="list-style-type: none"> <li>• Reported balances should agree to the actual revenue received for the period and agree to financial records.</li> <li>• <b>Bonds Proceeds (C and D):</b> If bond interest earned during the period is restricted, report it here. If not restricted, report as "Other Funds", Column G. Proceeds from new issuances or refunding bonds should be reported as Revenue in Column D.</li> <li>• <b>RPTTF (H):</b> <ul style="list-style-type: none"> <li>○ The reported balance should agree to the actual CAC RPTTF distribution for the ROPS period. <i>Although the next ROPS period's RPTTF distribution may have been received during this period, do not include the next ROPS period's CAC RPTTF distribution amount. It should be reported as RPTTF revenue for Line 8.</i></li> <li>○ If Finance directed the CAC to withhold amounts from your agency's ROPS 14-15B for DDR balances owed, only report the actual RPTTF distribution received.</li> </ul> </li> </ul> <p><u>Line 8:</u></p> <ul style="list-style-type: none"> <li>• The reported balances should include any known actual revenue received and estimated revenue anticipated to be received by the end</li> </ul>

<p><b>Revenue or Income</b> <b>(2, 8)</b></p> <p><i>(Continued)</i></p>	<p>of the period. Known actual “Other Funds” revenue should be requested as a fund source prior to requesting RPTTF on the upcoming ROPS.</p> <ul style="list-style-type: none"> <li>• <b>RPTTF (H):</b> The reported balance should agree to the actual CAC RPTTF distribution for the ROPS period.</li> </ul> <div data-bbox="615 443 1310 569" style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p><b>Expenditures for Enforceable Obligations</b> <b>(3, 9)</b></p>	<p><u>Line 3:</u></p> <ul style="list-style-type: none"> <li>• Reported expenditures should agree to the financial records.</li> <li>• Expenditures should also agree to the total actual expenditures reported on the PPA Form for each fund source.</li> <li>• <b>Bond Proceeds (C and D):</b> <ul style="list-style-type: none"> <li>○ The amounts transferred to the sponsoring entity or the Housing Successor pursuant to an expenditure agreement should be reported as an expenditure.</li> <li>○ The amounts used to refund or defease bond issuances should be reported as an expenditure.</li> </ul> </li> <li>• <b>Reserve Balances (E):</b> The amount of Excess PPA or DDR RPTTF balances retained actually applied toward authorized expenditures.</li> <li>• <b>RPTTF (H):</b> <ul style="list-style-type: none"> <li>○ <b>RPTTF Authorized for future periods:</b> If Finance authorized RPTTF as a reserve for bond payment(s) in the next ROPS period, or for future expenditure pursuant to AB 471, the agency should <b>exclude</b> the amount from total RPTTF expenditures under Line 3, and report the amount as RPTTF retained under Line 4. The retained amount will be automatically transferred to Column F beginning balance for the next period, where future expenditures will be made from Reserve Balances. See the blue box on Page 13 for exception wherein the future debt service payment was made directly to the Trustee.</li> <li>○ <b>CAC DDR Withholds:</b> If Finance directed the CAC to withhold amounts from the ROPS 14-15B distribution for DDR balances owed, agencies should reflect payment of expenditures from Reserve Balances and/or “Other Funds” equal to the withhold amount.</li> <li>○ RPTTF expenditures under Line 3 plus amount retained under line 4 should be limited to the lesser of Finance</li> </ul> </li> </ul>

<p><b>Expenditures for Enforceable Obligations (3, 9)</b></p> <p><i>(Continued)</i></p>	<p>authorized, or available (actual RPTTF distribution plus the PPA applied to the period).</p> <p><u>Line 9:</u></p> <ul style="list-style-type: none"> <li>Balances reported for each fund source should be less than or equal to the amounts authorized on the ROPS.</li> <li><b>RPTTF (H):</b> If Finance authorized RPTTF as a reserve for bond payment(s) in the next ROPS period, or for future expenditure pursuant to AB 471, the agency should exclude the amount from total RPTTF expenditures under Line 9, and report the amount as RPTTF retained under Line 10.</li> <li>RPTTF expenditures under Line 9 and amount retained under line 10 should be limited to the lesser of Finance authorized, or available (actual RPTTF distribution plus the PPA applied to the period).</li> <li>The use of alternate funding sources, or payment of expenditures that exceed authority, is addressed within HSC sections 34177 (a) (4) and 34173 (h). Please review these sections for appropriate procedures.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p><b>Retention of Available Cash Balance (4, 10)</b></p>	<p><u>Line 4:</u></p> <ul style="list-style-type: none"> <li>If the agency wishes to retain funds, explain why the balance is retained in the Comments section, Column I.</li> <li><b>Bond Proceeds (C and D):</b> Balances allowed to be retained include: <ul style="list-style-type: none"> <li>Restricted reserve fund account balances (<i>required by indenture</i>).</li> <li>Unexpended Bond Proceeds authorized for expenditure in a future ROPS cycle pursuant to AB 471.</li> </ul> </li> <li><b>Reserve Balances (E):</b> Balances allowed to be retained include only DDR RPTTF balances authorized by Finance, and unexpended Excess PPA.</li> <li><b>Reserve Balances (F):</b> Balances allowed to be retained include unexpended RPTTF balances authorized for expenditure as Reserve Balances in future ROPS period(s), such as debt service reserve and AB 471 authorized funding.</li> <li><b>Other (G):</b> Balances allowed to be retained include: <ul style="list-style-type: none"> <li>Unexpended "Other Funds" authorized for expenditure in future ROPS cycle pursuant to AB 471.</li> </ul> </li> </ul>

<p><b>Retention of Available Cash Balance (4, 10)</b></p> <p>(Continued)</p>	<ul style="list-style-type: none"> <li>○ Funds legally restricted for use towards a specific obligation, including “Other Funds” balances retained in the DDR.</li> <li>• <b>RPTTF (H):</b> Balances allowed to be retained include: <ul style="list-style-type: none"> <li>○ RPTTF authorized by Finance as a reserve for bond payment(s) in the next ROPS period. The reserve amount, if distributed, should be reported here as an encumbrance.</li> </ul> <div style="border: 1px solid black; background-color: #e6f2ff; padding: 10px; margin: 10px 0;"> <p><i>However, if the agency remitted the RPTTF amount to the Bond Trustee for future bond payment, the amount should be reported as an actual expenditure under Line 3, Column H, and on the PPA.</i></p> </div> <li>○ RPTTF authorized for expenditure as Reserve Balances in future ROPS period(s) pursuant to AB 471. See page 7.</li> <li>○ Retained RPTTF balances for other obligations not related to bond reserves or AB 471 are not allowed.</li> </li></ul> <p><u>Line 10:</u></p> <ul style="list-style-type: none"> <li>• If the agency wishes to retain funds, explain why the balance is retained in the Comments section, Column I.</li> <li>• <b>Bond Proceeds (C and D):</b> Balances allowed to be retained include: <ul style="list-style-type: none"> <li>○ Restricted reserve fund account balances (<i>required by indenture</i>).</li> <li>○ Unexpended Bond Proceeds authorized for expenditure in a future ROPS cycle pursuant to AB 471.</li> </ul> </li> <li>• <b>Reserve Balances (E):</b> Balances allowed to be retained include only DDR RPTTF balances authorized by Finance to be retained.</li> <li>• <b>Reserve Balances (F):</b> Balances allowed to be retained include unexpended RPTTF balances authorized for expenditure as Reserve Balances in future ROPS period(s), such as debt service reserve and AB 471 authorized funding.</li> <li>• <b>Other (G):</b> Balances allowed to be retained include: <ul style="list-style-type: none"> <li>○ Unexpended “Other Funds” authorized for expenditure in future ROPS cycle pursuant to AB 471.</li> <li>○ Fund legally restricted for use towards a specific obligation, including “Other” Fund balances retained in the DDR.</li> </ul> </li> <li>• <b>RPTTF (H):</b> Balances allowed to be retained become available Reserve Balances, column F, in the next ROPS Cash Balance period,</li> </ul>
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<p><b>Retention of Available Cash Balance (4, 10)</b></p> <p>(Continued)</p>	<p>and include:</p> <ul style="list-style-type: none"> <li>○ RPTTF authorized by Finance as a reserve for bond payment(s) in the next ROPS period. The reserve amount, if distributed, should be reported here as an encumbrance.</li> </ul> <div data-bbox="607 401 1305 596" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>However, if the agency remitted the RPTTF amount to the Bond Trustee for future bond payment, the amount should be reported as an actual expenditure under Line 9. Column H. and on the PPA.</i></p> </div> <ul style="list-style-type: none"> <li>○ RPTTF authorized for expenditure as Reserve Balances in future ROPS period(s) pursuant to AB 471.</li> <li>○ Retained RPTTF balances for other obligations not related to bond reserves or AB 471 are not allowed.</li> </ul>
<p><b>RPTTF Prior Period Adjustment (5)</b></p>	<ul style="list-style-type: none"> <li>• No entry required.</li> <li>• <b>RPTTF (H):</b> The cell is automatically populated based on the agency's completion of the PPA Form. The amount should agree to the agency's self-reported "Net SA Non-Admin and Admin PPA", on the PPA Form (Cell S7).</li> </ul> <div data-bbox="607 1005 1357 1115" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><i>Refer to the Report of Cash Balances Form and Cash Balance Tips Sheet for additional clarification.</i></p> </div>
<p><b>Ending Available Cash Balance (6, 11)</b></p>	<ul style="list-style-type: none"> <li>• No entry required.</li> <li>• The ending balances will be automatically calculated.</li> </ul> <p><u>Line 6:</u></p> <ul style="list-style-type: none"> <li>• The ending balance should agree to financial records.</li> </ul> <p><b>Reserve Balance (E):</b> As explained on page 15, Excess PPA amounts from prior ROPS, if any, should be included as part of the ending available cash balance.</p> <ul style="list-style-type: none"> <li>• <b>Other (G):</b> This balance is considered an available balance and should be used to fund obligations prior to requesting RPTTF. Verify the funds were not reclassified by Finance in a prior period before requesting to use these balances to fund ROPS 15-16B obligations.</li> <li>• <b>RPTTF (H):</b> Excluding any Excess PPA from the current period, the ending balance should agree to the PPA applied to the next Cash Balance reporting period's RPTTF distribution. To reflect the balance available to use in future ROPS, the Agency should reclassify Excess PPA from RPTTF, column H, line 7, to Reserve Balances, column E, line 7.</li> </ul>

<p><b>Ending Available Cash Balance (6, 11)</b></p> <p>(Continued)</p>	<p><u>Line 11:</u></p> <ul style="list-style-type: none"> <li>• <b>Reserve Balance (E):</b> This balance is considered an available balance and should be used to fund obligations prior to requesting RPTTF. Verify the funds were not reclassified by Finance in a prior period before requesting to use these balances to fund ROPS 15-16B obligations.</li> <li>• <b>Other (G):</b> Known actual revenue included in this balance should be requested as a fund source prior to requesting RPTTF on the upcoming ROPS. Verify the funds were not authorized for expenditure during the prior ROPS review.</li> </ul>
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#### 4. Report of Prior Period Adjustments Form

The PPA Form requires agencies to report their available funding and actual expenditures for the applicable ROPS period pursuant to HSC section 34186 (a). **Finance has prepopulated the item numbers, project name/debt obligation, and the authorized amounts for each line item with the exception of RPTTF Admin.** If RPTTF funds remain unspent, those funds will be used to offset total RPTTF requested funding for the current ROPS period.

For each ROPS period, the applicable prior ROPS period information to be reported on the PPA form would be two periods preceding the current ROPS period. For example, for ROPS 15-16B, the PPA period is for ROPS 14-15B, January through June 2015 period. The RPTTF Non-Admin PPA net difference is calculated on a line-item basis, where overspending of RPTTF Non-Admin at the item level is not allowed to net the total unspent RPTTF Non-Admin.

##### A. Excess PPA

- During ROPS 15-16A, Finance may have authorized a RPTTF distribution amount of “zero” because the ROPS 15-16A approved RPTTF amount was insufficient to fully offset the PPA amount.
- If this applies to your agency, the use of the Excess PPA amount should be requested under the “Reserve Balance” funding source column on the ROPS 15-16B Detail Form.

##### ROPS 15-16A Example

\$ 500,000 → Authorized RPTTF  
 (700,000) → ROPS 14-15A PPA  
200,000 → **Excess PPA**  
 \$ 0 → Authorized RPTTF Distribution

The \$200,000 **Excess PPA** in the example above is considered “**Reserve Balance**” funding available to fund enforceable obligations during the ROPS 15-16B period.

Further, on the Report of Cash Balances Form, the Excess PPA amount should be reported as part of the *Reserve Balance, Beginning Cash Available Balance, as of January 1, 2016 (Line 1, Column E)* and reported as part of the *Reserve Balance, Ending*

*Estimated Available Cash Balance, as of December 31, 2015 (Line 11, Column E). See page 9 for details.*

## B. Reporting Methods for RPTTF-Admin PPA

The RPTTF Admin PPA net difference is calculated on an aggregate basis. However, agencies may report actual administrative expenses using one of the following methods:

### 1. Aggregate Actual Expenditures

Finance has prepopulated total RPTTF authorized for administrative costs (Cell N7). The agency is required to:

- Enter total available (Cell O7) and total actual (Cell Q7) for administrative expenditures.
- Cells P7 and R7 will automatically be calculated and do not require agency action.
- Reporting actual expenditures at a line item basis is not required.

### 2. Itemized Actual Expenditures

The agency may continue to itemize administrative expenditures. The agency is required to:

- Enter the Authorized (N), Available (O), and Actual (Q) amounts for each applicable line item.
- Copy Finance's formulas noted in Cell P7 and paste it into Column P for all applicable line items.
- Calculate the difference (R) for each line item as "P-Q".
- Set the formulas for cells N7, O7, and Q7 to sum the amounts entered in each column (N, O, and Q).
- Cells P7 and R7 will be automatically calculated.

## C. PPA Form Columns

*Authorized PPA amounts have been pre-populated. Do not attempt to override.*

Column	PPA Form Column Explanations
<b>Item # (A)</b>	<ul style="list-style-type: none"> <li>• Pre-populated using prior ROPS data.</li> <li>• If applicable, the numbering of line items has been corrected by Finance to reflect a sequential and numeric order.</li> </ul>
<b>Project Name / Debt Obligation (B)</b>	Pre-populated using prior ROPS information.



Column	PPA Form Column Explanations
<b>Authorized (C, E, G, I, N)</b>	<ul style="list-style-type: none"> <li>• <b>Columns C, E, G, and I:</b> Amounts have been prepopulated by Finance and should agree to Finance approved amounts for the period. <ul style="list-style-type: none"> <li>○ The agency should not alter the prepopulated authorized amounts <b>unless the oversight board has approved a change of funding source</b> pursuant to HSC section 34177 (a) (4). If the authorized funding source has received prior approval, report only the new authorized funding source accordingly.</li> <li>○ For DDR withhold expenditures, manually adjust authorized amounts consistent with the OB resolution approving a change in funding source. <ul style="list-style-type: none"> <li>○ Decrease Columns I and/or N on an item number basis by an amount(s) totaling the withheld amount.</li> <li>○ Increase columns E and/or G by the like amounts decreased in column I and/or N.</li> </ul> </li> </ul> </li> <li>• <b>RPTTF Admin (N):</b> See reporting methods noted on page 16 for completion of this column.</li> </ul>
<b>Actual (D, F, H, L, Q)</b>	<ul style="list-style-type: none"> <li>• Total actual expenditures should not exceed Finance authorized amounts.</li> <li>• <b>Columns D, F, H, L:</b> For each line item, report the actual amount expended.</li> <li>• <b>Reserve Balances (F):</b> Report the following: <ul style="list-style-type: none"> <li>○ Use of DDR RPTTF balances allowed to be retained.</li> <li>○ Use of amounts authorized to be retained for bond debt service payments.</li> <li>○ Use of amounts authorized in prior periods pursuant to AB 471.</li> <li>○ Use of amounts expended due to decrease in the ROPS 14-15B RPTTF distribution resulting from Finance direction to withhold for DDR balances owed.</li> </ul> </li> <li>• <b>Other (H):</b> Use of amounts expended due to decrease in the ROPS 14-15B RPTTF distribution resulting from Finance direction to withhold for DDR balances owed.</li> <li>• <b>RPTTF Non-Admin (L):</b> <ul style="list-style-type: none"> <li>○ If the agency received RPTTF as a reserve for the next bond payment or AB 471 authorized funding, report the encumbered amount as an actual expenditure.</li> <li>○ If Finance directed the CAC to withhold amounts from the agency's ROPS 14-15B for DDR balances owed and the agency's oversight board has authorized use of Reserve Balances and/or Other Funds in lieu of RPTTF, do not also reflect actual expenditures from RPTTF.</li> </ul> </li> <li>• <b>RPTTF Admin (Q):</b> See reporting methods noted on page 16 for completion of this column.</li> </ul>

Column	PPA Form Column Explanations
Available (J, O)	<p><b><u>Applicable to RPTTF only:</u></b></p> <ul style="list-style-type: none"> <li>• <b><i>RPTTF Non-Admin (J):</i></b> This column should be completed to properly report the allocation of available RPTTF by line item. <ul style="list-style-type: none"> <li>○ Column totals should be equal to the ROPS 14-15B actual RPTTF distributed by the CAC plus all other funding available as of January 1, 2015.</li> <li>○ “All other available as of January 1, 2015” includes: <ul style="list-style-type: none"> <li>▪ ROPS 13-14B PPA amount applied as an offset to ROPS 14-15B RPTTF authorized funding.</li> <li>▪ DDR withhold amount per CAC’s ROPS 14-15B RPTTF distribution report.</li> <li>▪ All other remaining RPTTF cash not captured above.</li> </ul> </li> <li>○ ROPS 14-15A PPA amount was applied as an offset to ROPS 15-16A RPTTF authorized funding, and is restricted for use toward the ROPS 15-16A approved expenditures.</li> </ul> </li> <li>• <b><i>RPTTF Admin (O): See reporting methods noted on page 16 for completion of this column</i></b></li> </ul>
Lesser of Authorized/ Available (K, P)	<p><b><u>Applicable to RPTTF only:</u></b></p> <ul style="list-style-type: none"> <li>• No entry required.</li> <li>• This column will automatically populate the cell with the lesser of the Authorized (I, N) or Available (J, O) amount.</li> </ul>
Difference (M, S)	<p><b><u>Applicable to RPTTF only:</u></b></p> <ul style="list-style-type: none"> <li>• No entry required.</li> <li>• This column will automatically calculate the difference between the Lesser of Authorized or Available (K, P) and Actual (L, Q) amounts.</li> <li>• <b><i>RPTTF Non-Admin (M):</i></b> If the actual expenditure is greater than the lesser of the authorized or available amount, then the calculated difference will be zero (i.e. expenditures exceed the lesser of the allowable amount). Otherwise, it will calculate the actual difference.</li> <li>• <b><i>Total RPTTF Admin, Cell R7:</i></b> If the total difference is negative, then the calculated difference will be zero (i.e. expenditures exceed the total authorized admin). Otherwise, it will calculate the actual difference.</li> </ul>

Column	PPA Form Column Explanations
<b>Net SA Non-Admin and Admin PPA, Net Difference (S)</b>	<p><u><b>Applicable to RPTTF only:</b></u></p> <ul style="list-style-type: none"> <li>No entry required.</li> <li>For each line item, this column will automatically total the Non-Admin and Admin Difference columns (M, R).</li> <li>However, the total "Net SA Non-Admin and Admin PPA" (Cell S7) will be calculated by adding the total difference for Non-Admin and Admin (Cell M7 + Cell R7). This amount will be used to offset the current ROPS period's RPTTF requested funding and is carried forward to Summary Form Line J.</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px; background-color: #e6f2ff;"> <p><i>Do not attempt to override the formula. Doing so may result in misreporting RPTTF requested funding.</i></p> </div>
<b>CAC PPA columns (U, V, W, X, Y, Z, AA, AB)</b>	<ul style="list-style-type: none"> <li><b>No entry required by agencies.</b> Columns are for completion by the CAC.</li> <li>Finance has entered a sum formula for Cells W7, Z7, and AA7.</li> <li>Pursuant to HSC section 34186(a), agencies' self-reported PPA is subject to review by the CAC and the State Controller.</li> </ul>

## 5. Notes Form

Although completion of the Notes Form is optional, agencies should utilize the form to provide additional information to explain unique circumstances and/or add detail for the **current ROPS Detail Form**. When providing additional information, ensure to reference the corresponding appropriate ROPS line item.

- This tab can be used to provide corrections to the pre-populated data on the ROPS Detail form.
- Notes/comments should be specific and relevant. If the number of characters exceeds 200, the agency should provide additional information through e-mail to your Finance analyst.
- If an item was denied and is pending an issuance of a Finding of Completion, please note the item number, pending status, and the amount on this form.
- Pursuant to HSC section 34187 (a) (1), obligations that are retired through early payment or payment at maturity should be identified on the ROPS Detail Form by selecting "Y" from the drop down list under the Retire Column (J). However, if necessary, additional information may be reported on the Notes Form as well.
- When requesting funding pursuant to AB 471, wherein expenditures will be made over more than one ROPS period, please indicate this in the notes.

## ATTACHMENT A: OBLIGATION TYPES

No.	Obligation Types	Description
1	Admin Costs	Staff costs, general legal costs, office lease payments, financial audit costs, costs for supplies/equipment, etc.
2	Bonds Issued After 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
3	Bonds Issued On or Before 12/31/10	Repayment of tax allocation bonds, certificates of participation, community facilities district bonds, etc.
4	Bond Reimbursement Agreements	Agreements related to bond debt service (e.g. Financing Authority issued bonds and loaned proceeds to Agency).
5	Business Incentive Agreement	Tax rebate agreement, subsidy agreement, etc.
6	City/County Loan (Post 06/27/11)	Sponsoring entity loan for payment of enforceable obligations and admin costs due to RPTTF shortfall
7	City/County Loan (Prior 06/28/11)	Pre-existing city/county loan prior to RDA dissolution
8	Dissolution Audit	Statutorily required review/audit to wind down the RDA, such as Due Diligence Reviews
9	Fees	Fiscal agent/trustee fees, bond disclosure fees, arbitrage fees, etc.
10	Housing Entity Admin Cost	Housing administrative cost allowance for local housing authorities responsible for housing functions by default
11	Improvement/Infrastructure	Agreements for construction of roadways, improvements around development site, etc.
12	Legal	Project specific legal costs
13	Litigation	Judgments or settlements, current litigation
14	LMIHF Loans	LMIHF loans not related to SERAF (e.g. HSC 33334.6).
15	Miscellaneous	Obligation does not match a specific obligation type listed
16	OPA/DDA/Construction	Agreements for construction of affordable housing development, building rehabilitation, commercial buildings, etc.
17	Professional Service	Agreements or contracts for design, engineering, environmental studies, landscaping, etc.
18	Project Mgmt. Cost	City, county, or agency project staff costs
19	Property Disposition	Appraisal fees, fencing costs, closing costs, LRPMP related costs, etc.
20	Property Maintenance	Landscaping, utilities, property insurance, repairs, etc.
21	Refunding Bonds	Refunding Bonds issued after 6/27/12
22	Remediation	Remediation costs for agency property
23	Reserve	RPTTF reserve for amount due in the next half of the calendar year
24	Rev. Bonds Issued After 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
25	Rev. Bonds Issued On or Before 12/31/10	Repayment of Revenue bonds, certificates of participation, community facilities district bonds, etc.
26	RPTTF Shortfall	<b>Unfunded obligations</b> from a prior ROPS period due to RPTTF shortfall
27	SERAF/ERAF	Repayment of SERAF/ERAF loan from LMIHF
28	Third-Party Loan	Repayment of bank line of credit, federal or state loans, etc.
29	Unfunded Liability	Pension, unemployment, benefits, etc.